

## SCHEDULE 5

Regulation 18

### The Local Government Finance Act Referendums (Combination of Polls) Rules

## PART 1

### Citation and interpretation

#### Citation

1. These Rules may be cited as the Local Government Finance Act Referendums (Combination of Polls) Rules.

#### Interpretation

2.—(1) In these Rules—

(a) subject to paragraph (2) below, “relevant returning or counting officer” means the returning or the counting officer (as the case may be) discharging the functions under regulation 5 of the Combination of Polls Regulations<sup>M1</sup>; and

(b) “voter” means a person entitled to vote on his or her own behalf.

(2) Where regulation 17(1) applies and referendums and elections are not taken together in accordance with section 15(2)(A) of the 1985 Act, references to the “relevant returning or counting officer” are to be construed as references to the counting officer for the relevant billing authority.

(3) Subject to paragraph (1), expressions used both in these Rules and the 1983 Act (as it applies to local government elections) have the same meaning in these Rules as they have in that Act.

#### Marginal Citations

M1 S.I. 2004/294; as amended by SI 2006/3278.

## PART 2

### Provisions as to time

#### Timetable

3. The proceedings at the referendum shall be conducted in accordance with the following Timetable.

#### Timetable

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##### *Proceedings*

Publication of notice of referendum	Not later than the twenty-fifth day before the day of referendum.
Notice of poll	Not later than the sixth day before the day of the referendum.
Polling	Between the hours of 7 in the morning and 10 at night on the day of referendum.

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### **Computation of time**

4. In computing any period of time for the purposes of the Timetable the days mentioned in regulation 23(2)(a) to (c) shall be disregarded, and any such day shall not be treated as a day for the purpose of any proceedings up to the completion of the poll nor shall the relevant returning or counting officer, nor the counting officer, be obliged to take any step in relation to the counting of the votes on such a day.

## **PART 3**

### **General provisions**

#### **Notice of referendum**

5.—(1) The counting officer must publish notice of the referendum stating the date of the poll.

(2) The notice of referendum must state the date by which—

- (a) applications to vote by post or by proxy; and
- (b) other applications and notices about postal or proxy voting,

must reach the registration officer in order that they may be effective for the referendum.

#### **Poll to be taken by ballot**

6. A poll must be taken at the referendum and the votes at the poll must be given by ballot.

#### **The ballot papers**

7.—(1) The ballot of every person entitled to a vote at the referendum must consist of a ballot paper.

(2) Every ballot paper to be used in the referendum must be in the appropriate form in the Appendix.

(3) Every ballot paper must—

- (a) be capable of being folded up;
- (b) have a number and other unique identifying mark printed on the back; and
- (c) be a different colour from the ballot papers used at any other relevant election or referendum.

#### **The corresponding number list**

8.—(1) Subject to paragraph (2), the relevant returning or counting officer must prepare a list containing the numbers and other unique identifying marks of all of the ballot papers to be issued by that person in pursuance of rule 13(1) or provided by him or her in pursuance of rule 17(1).

(2) Where proceedings on the issue and receipt of postal ballot papers in the referendum are not taken together with such proceedings at one or more relevant elections and referendums, the counting officer must prepare the list mentioned in paragraph (1) in respect of all of the ballot papers to be issued by him or her in pursuance of rule 13(1).

(3) The list must be in the form M1 in the Appendix or a form to like effect.

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### The official mark

- 9.—(1) Every ballot paper must contain an appropriate security marking (the official mark).
- (2) The official mark must be kept secret.
- (3) The counting officer may use a different official mark for different purposes at the same referendum.

### Prohibition of disclosure of vote

10. No person who has voted at the referendum shall, in any legal proceeding to question the referendum, be required to state for which answer he or she has voted.

### Use of schools and public rooms

- 11.—(1) The counting officer and the relevant returning or counting officer may use, free of charge, for relevant purposes—
- (a) a room in a school maintained or assisted by a local authority (as defined in the Education Act 1996 <sup>M2</sup> or a school in respect of which grants are made out of moneys provided by Parliament to the person or body of persons responsible for the management of the school;
- (b) a room the expense of maintaining which is payable out of any rate.
- (2) That officer must make good any damage done to, and defray any expense incurred by the persons having control over, any such room as mentioned above by reason of its being used for the purpose of taking the poll or counting the votes.
- (3) In paragraph (1) “relevant purposes” means—
- (a) in the case of the counting officer, the counting of the votes; and
- (b) in the case of the relevant returning or counting officer, the taking of the poll and the discharging of the functions under rule 38(1) or (5) (where applicable).

#### Marginal Citations

M2 1996 c.56.

## PART 4

### Action to be taken before the poll

#### Notice of Poll

- 12.—(1) The counting officer must publish notice of the poll stating—
- (a) the day and hours fixed for the poll; and
- (b) the question to be asked in the referendum.
- (2) The notice of the poll must be published no later than the sixth day before the date of the referendum.
- (3) The relevant returning or counting officer must, not later than the time of the publication of the notice of the poll, also give public notice of—
- (a) the situation of each polling station; and
- (b) the description of persons entitled to vote there.

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- (4) The notice published under paragraph (3) must—
- (a) state that the poll at the referendum is to be taken together with the poll at a relevant election or referendum;
  - (b) specify the parliamentary constituency <sup>M3</sup>, local counting area, Assembly constituency, voting area or, as the case may be, the relevant local authority and, in the case of an election to fill a casual vacancy, the electoral area for which the relevant election or referendum is held; and
  - (c) where any of the polls are to be taken together in part of the electoral area or voting area only, specify that part.

#### Marginal Citations

**M3** For the meaning of “parliamentary constituency”, see section 1 of the [Parliamentary Constituencies Act 1986](#) (c. 56).

#### Postal ballot papers

**13.**—(1) The relevant returning or counting officer must, in accordance with regulations made under the 1983 Act <sup>M4</sup>, issue to those entitled to vote by post a ballot paper and a postal voting statement in the appropriate form in the Appendix, or a form to like effect, together with such envelopes for their return as may be prescribed by such regulations.

(2) The relevant returning or counting officer must also issue to those entitled to vote by post such information as he or she thinks appropriate about how to obtain—

- (a) translations into languages other than English of any directions to or guidance for voters and proxies sent with the ballot paper;
- (b) a translation into Braille of such directions or guidance;
- (c) graphical representations of such directions or guidance;
- (d) the directions or guidance in any other form (including any audible form).

(3) The postal voting statement must include provision for the form to be signed and for stating the date of birth of the voter or proxy.

(4) In the case of a ballot paper issued to a person at an address in the United Kingdom, the relevant returning or counting officer must ensure that the return of the ballot paper and postal voting statement is free of charge to the voter or proxy.

(5) In paragraphs (1), (2) and (4) for “relevant returning or counting officer” substitute “counting officer” where proceedings on the issue and receipt of postal ballot papers at the referendum are not taken together with such proceedings at one or more relevant elections or referendums.

#### Marginal Citations

**M4** See the Representation of the People (England and Wales) Regulations 2001 [S.I. 2001/341](#) as amended by [SI 2002/1871](#), [2006/752](#) and [SI 2006/2910](#).

#### Provision of polling stations

**14.**—(1) The relevant returning or counting officer must provide a sufficient number of polling stations and, subject to the following provisions of this rule, must allot the voters to the polling stations in such manner as he or she thinks most convenient.

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(2) The polling stations are the polling places or polling stations (as the case may be) designated for the purposes of the election or referendum for which the relevant returning or counting officer discharges functions which are not combined functions.

(3) In paragraph (2) “combined functions” means functions under regulation 5 of the Combination of Polls Regulations.

(4) One or more polling stations may be provided in the same room.

(5) The polling station allotted to voters from any parliamentary polling district wholly or partly within the voting area must, in the absence of special circumstances, be in the parliamentary polling place for that district.

(6) The relevant returning or counting officer must provide each polling station with such number of compartments as may be necessary in which the voters and proxies can mark their votes screened from observation.

### **Appointment of presiding officers and clerks**

**15.—**(1) The relevant returning or counting officer must appoint and pay a presiding officer to attend at each polling station and such clerks as may be necessary for the purposes of the referendum.

(2) The relevant returning or counting officer may, if he or she thinks fit, preside at a polling station and the provisions of these Rules relating to a presiding officer shall apply to a relevant returning or counting officer so presiding with the necessary modifications as to things to be done by the relevant returning or counting officer to the presiding officer or by the presiding officer to the relevant returning or counting officer.

(3) A presiding officer may do, by the clerks appointed to assist him or her, any act (including the asking of questions) which he or she is required or authorised by these Rules to do at a polling station except order the arrest, exclusion or removal of any person from the polling station.

### **Issue of official poll cards**

**16.—**(1) The counting officer must as soon as practicable after the publication of the notice of referendum send to each voter and proxy an official poll card.

(2) The official poll card must be sent or delivered—

(a) in the case of a voter, to his or her qualifying address; and

(b) in the case of a proxy, to his or her address as shown in the list of proxies.

(3) The official poll card must be in the appropriate form in the Appendix, or a form to the like effect, and must set out—

(a) the name of the council and of the voting area;

(b) the name of the voter and his or her qualifying address and number on the register;

(c) the date and hours of the poll and the situation of the voter's polling station;

(d) such other information as the counting officer thinks appropriate,

and different information may be provided in pursuance of sub-paragraph (d) to different voters or to different descriptions of voter.

(4) In the case of a voter with an anonymous entry, instead of containing the matter mentioned in paragraph (3)(b), the poll card must contain such matter as is specified in the appropriate form in the Appendix.

(5) In this rule references to a voter—

(a) mean a person who is registered in the register of local government electors for the voting area in question on the last day for the publication of notice of the referendum; and

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(b) include a person then shown in the register as below voting age if (but only if) it appears from the register that he or she will be of voting age on the day fixed for the poll.

(6) If the counting officer and the returning or counting officer (as the case may be) for each relevant election or referendum think fit, an official poll card issued under this rule may be combined with the official poll card issued at every relevant election or referendum.

### Equipment of polling stations

17.—(1) The relevant returning or counting officer must provide each presiding officer with such number of ballot boxes and ballot papers as in the former officer's opinion may be necessary.

(2) The same ballot box may be used for the poll at the referendum and the poll at every relevant election or referendum, if the relevant returning or counting officer thinks fit.

(3) Every ballot box must be so constructed that the ballot papers can be put in it, but cannot be withdrawn from it, without the box being unlocked or, where the box has no lock, the seal being broken.

(4) The relevant returning or counting officer must provide each polling station with—

- (a) materials to enable voters and proxies to mark the ballot papers;
- (b) copies of the register of electors for the voting area or such part of it as contains the names of the voters allotted to the station;
- (c) the parts of any special lists prepared for the referendum corresponding to the register of electors for the voting area or the part of it provided under sub-paragraph (b);
- (d) a list, in the form M2 in the Appendix or a form to like effect, consisting of that part of the list prepared under rule 8 which contains the numbers (but not the other unique identifying marks) corresponding to those on the ballot papers provided to the presiding officer of the polling station.

(5) The reference in paragraph (4)(b) to the copies of the register of electors includes a reference to copies of any notices issued under section 13B(3B) or (3D) of the 1983 Act <sup>M5</sup> in respect of alterations to the register.

(6) The relevant returning or counting officer must also provide each polling station with—

- (a) at least one large version of each ballot paper which must be printed on the same colour paper as the corresponding ballot paper and displayed inside the polling station for the assistance of voters and proxies who are partially sighted; and
- (b) a device of such description as is set out in paragraph (11) for enabling voters and proxies who are blind or partially sighted to vote without any need for assistance from the presiding officer or any companion (within the meaning of rule 30(1)).

(7) Where notwithstanding paragraph (2) separate ballot boxes are to be used, each ballot box must be clearly marked with—

- (a) the election or referendum to which it relates, as shown on the ballot papers for that election or referendum; and
- (b) the words “Place the [*specify colour of ballot papers in question*] ballot papers in here”.

(8) A notice in the form in the Appendix, giving directions for the guidance of voters and proxies in voting, must be printed in conspicuous characters and exhibited inside and outside every polling station.

(9) The relevant returning or counting officer may also provide copies of the notice mentioned in paragraph (8) in Braille or translated into languages other than English as he or she considers appropriate, provided that these notices are accurate reproductions in Braille or that other language of that notice.

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[<sup>F1</sup>(10) In every compartment of every polling station there must be exhibited the notice—

“\*PARLIAMENTARY ELECTION  
([Specify colour] ballot paper)  
Vote for ONLY ONE CANDIDATE by putting a cross [X] in the box next to your choice.  
\*EUROPEAN PARLIAMENTARY ELECTION  
([Specify colour] ballot paper)  
Vote ONLY ONCE by putting a cross [X] in the box next to your choice.  
\*[Specify name of council] COUNCIL ELECTION  
([Specify colour] ballot paper)  
\*[Vote for NO MORE THAN ... CANDIDATES by putting a cross [X] in the box next to EACH of your choices].  
\*[Vote ONLY ONCE by putting a cross [X] in the box next to your choice].  
\*ELECTION OF THE MAYOR OF LONDON  
([Specify colour] ballot paper)  
#On the ballot paper for the election of the Mayor, vote ONCE for your first choice and ONCE for your second choice.  
\*ELECTION OF THE LONDON ASSEMBLY  
#On the constituency members ballot paper [(specify colour)] vote for ONE candidate only.  
#On the London members ballot paper [(specify colour)] vote for ONE party or individual candidate only.  
\*REFERENDUM ON COUNCIL TAX INCREASE FOR [specify name of local authority]  
([Specify colour] ballot paper)  
Vote ONLY ONCE by putting a cross [X] in the box next to your choice.  
\*[Specify other] ELECTION/REFERENDUM  
([Specify colour] ballot paper)  
\*[Specify voting instructions in accordance with the legislation governing the election or referendum].  
PUT NO OTHER MARK ON THE BALLOT PAPER OR YOUR VOTE MAY NOT COUNT.  
\*[PLEASE DO NOT FOLD THE BALLOT PAPERS FOR [specify the election(s) and/or referendum(s) at which the votes are to be counted electronically]. Post them, face downwards, in the [\*appropriate] ballot box.]  
\*Complete or omit as necessary.  
#Alternatively, insert such information as the GLRO may decide.”.]

17.—(11) The device referred to in paragraph (6)(b) must—

- (a) allow a ballot paper to be inserted into and removed from, or attached to and detached from, the device easily and without damage to the paper;
- (b) hold the ballot paper firmly in place during use; and
- (c) provide suitable means for the voter or proxy to—
  - (i) identify the spaces on the ballot paper on which that person may mark his or her vote;
  - (ii) identify the registered party or individual candidate or answer to which each such space refers; and
  - (iii) mark his or her vote on the space he or she has chosen.

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**F1** [Sch. 5 rule 17\(10\)](#) substituted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), **11** (with reg. 1(4))

#### Marginal Citations

**M5** Section 13B of the 1983 Act was inserted by paragraph 3 of Schedule 2 to the [Representation of the People Act 2000 \(c. 2\)](#) and amended by section 11(3) of the [Electoral Administration Act 2006 \(c. 22\)](#). Subsections (3B) and (3D) of section 13B were inserted by section 11(4) of the [Electoral Administration Act 2006 \(c. 22\)](#).

### Appointment of counting observers

**18.**—(1) The counting officer must appoint persons to observe the counting of the votes and the verification of the ballot paper account (“counting observers”).

(2) Where the counting officer is not the relevant returning or counting officer, he or she must give notice in writing of the appointments of counting observers to that officer as soon as is practicable following the appointment.

(3) In the following provisions of these Rules references to counting observers shall be taken as references to counting observers whose appointments have been duly made.

(4) Where by these Rules any act or thing is required or authorised to be done in the presence of the counting observers, the non-attendance of any such person at the time and place appointed for the purpose shall not, if the act or thing is otherwise duly done, invalidate the act or thing done.

### Appointment of polling observers

**19.**—(1) The counting officer may appoint persons to attend at polling stations for the purpose of detecting personation (“polling observers”).

(2) Where the counting officer is not the relevant returning or counting officer, he or she must give notice in writing of the appointment to the relevant returning or counting officer.

(3) That notice must state the names and addresses of the persons appointed and must be given not later than the fifth day (disregarding any day specified in rule 4) before the day of the poll.

(4) Not more than four polling observers or polling agents, or such greater number as the relevant returning or counting officer may by notice allow, shall be permitted to attend at any particular polling station and if the number of such polling observers or agents exceeds that number, the relevant returning or counting officer must determine which polling observers or agents are permitted to attend by lot and only the polling observers and agents on whom the lot falls shall be deemed to have been duly appointed.

(5) In the following provisions of these Rules references to polling observers shall be taken as references to polling observers whose appointments have been duly made.

(6) Where by these Rules any act or thing is required or authorised to be done in the presence of the polling observers, the non-attendance of any such person at the time and place appointed for the purpose shall not, if the act or thing is otherwise duly done, invalidate the act or thing done.

### Notification of requirement of secrecy in respect of polling stations

**20.**—<sup>[F2]</sup>(1) The relevant returning or counting officer must make such arrangements as he or she thinks fit to ensure that every person attending at a polling station (otherwise than for the purpose of voting or assisting a voter or proxy with disabilities to vote or as a constable on duty there) has



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been given a copy in writing of the provisions of subsections (1), (3) and (6) of section 66 of the 1983 Act, as applied by Schedule 4.

[<sup>F3</sup>(2) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002 (police powers for employees).]

- F2** Sch. 5 rule 20(1): Sch. 5 rule 20 renumbered as Sch. 5 rule 20(1) (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), **12** (with reg. 1(4))
- F3** Sch. 5 rule 20(2) inserted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), **12** (with reg. 1(4))

### Notification of requirement of secrecy in respect of the count

**21.**—[<sup>F4</sup>(1)] The counting officer must make such arrangements as he or she thinks fit to ensure that every person attending at the counting of the votes (other than any constable on duty at the counting) has been given a copy in writing of the provisions of subsections (2) and (6) of section 66 of the 1983 Act, as applied by Schedule 4.

[<sup>F5</sup>(2) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002 (police powers for employees).]

- F4** Sch. 5 rule 21(1): Sch. 5 rule 21 renumbered as Sch. 5 rule 21(1) (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), **13** (with reg. 1(4))
- F5** Sch. 5 art. 21(2) inserted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), **13** (with reg. 1(4))

### Return of postal ballot papers

**22.**—(1) Where—

- (a) a postal vote has been returned in respect of a person who is entered on the postal voters list; or
- (b) a proxy postal vote has been returned in respect of a proxy who is entered on the proxy postal voters list,

the relevant returning or counting officer must mark the list in the manner prescribed by regulations made under the 1983 Act. <sup>M6</sup>

(2) In paragraph (1) for “relevant returning or counting officer” substitute “counting officer” where proceedings on the issue and receipt of postal ballot papers at the referendum are not taken together with such proceedings at one or more relevant elections or referendums.

(3) Rule 38(7) does not apply for the purpose of determining whether, for the purposes of this rule, a postal vote or a proxy postal vote is returned.

#### Marginal Citations

- M6** See regulation 84A of the Representation of the People (England and Wales) Regulations 2001 [S.I. 2001/341](#) as amended by [S.I. 2006/2910](#).

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## PART 5

### The poll

#### Admission to the polling station

- 23.**—(1) The presiding officer must exclude all persons from the polling station except—
- (a) voters and proxies;
  - (b) persons under the age of 18 who accompany voters and proxies to the polling station;
  - (c) the polling observers appointed to attend at the polling station;
  - (d) the clerks appointed to attend at the polling station;
  - (e) persons who are entitled to attend by virtue of any of sections 6A to 6D of the Political Parties, Elections and Referendums Act 2000 <sup>M7</sup>;
  - (f) the constables on duty;
  - (g) the companions of voters and proxies with disabilities; and
  - (h) persons entitled to be admitted to the polling station at a relevant election or referendum with which the poll at the referendum is combined.

(2) The presiding officer must regulate the total number of voters and proxies and persons under the age of 18 who accompany them to be admitted to the polling station at the same time.

(3) A constable or person employed by any returning or counting officer at any relevant election or referendum must not be admitted to vote in person elsewhere than at his or her own polling station allotted to him or her under these Rules, except on production and surrender of a certificate as to his or her employment which must be in the form in the Appendix, or a form to the like effect, and signed by an officer of police of or above the rank of inspector or by the returning or counting officer by whom the person is employed, as the case may be.

(4) Any certificate surrendered under this rule must forthwith be cancelled.

[<sup>F6</sup>(5) In this rule, a reference to a constable includes a person designated as a community support officer under section 38 of the Police Reform Act 2002 (police powers for employees).]

**F6** Sch. 5 rule 23(5) inserted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), **14** (with reg. 1(4))

#### Marginal Citations

**M7** Sections 6A to 6F of the [Political Parties, Elections and Referendums Act 2000 \(c.41\)](#) were inserted by section 29 of the [Electoral Administration Act 2006 \(c. 22\)](#).

#### Keeping of order in station

**24.**—(1) It is the presiding officer's duty to keep order at his or her polling station.

(2) If a person misconducts himself or herself in a polling station, or fails to obey the presiding officer's lawful orders, that person may immediately, by the presiding officer's order, be removed from the polling station—

- (a) by a constable in or near that station; or
- (b) by any other person authorised in writing by the relevant returning or counting officer to remove him or her,

and the person so removed shall not, without the presiding officer's permission, again enter the polling station during the day.

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(3) Any person so removed may, if charged with the commission in the polling station of an offence, be dealt with as a person taken into custody by a constable for an offence without a warrant.

(4) The powers conferred by this rule must not be exercised so as to prevent a voter or proxy who is otherwise entitled to vote at a polling station from having an opportunity of voting at that station.

### Sealing of ballot boxes

**25.** Immediately before the commencement of the poll, the presiding officer must show the ballot box empty to such persons, if any, as are present in the polling station, so that they may see that it is empty, and must then lock it up, if it has a lock and (in any case) place his or her seal on it in such a manner as to prevent its being opened without breaking the seal and must place it in his or her view for the receipt of ballot papers, and keep it so locked and sealed or sealed (as the case may be).

### Questions to be put to voters and proxies

**26.—(1)** At the time of the application for a ballot paper (but not afterwards), the questions specified in the second column of the following Table—

- (a) may be put by the presiding officer to a person applying for a ballot paper who is mentioned in the first column; and
- (b) must be put if the letter “R” appears after the question and a polling observer requires the question to be put:

<i>Q No</i>	<i>Person applying for ballot paper</i>	<i>Question</i>
1	A person applying as a voter	<p>(a)—Are you the person registered in the register of local government electors for this voting area as follows?</p> <p><i>(read the whole entry from the register [R])</i></p> <p>(b)—Have you already voted here or elsewhere at this referendum, otherwise than as proxy for some other person? [R]</p>
2	A person applying as proxy	<p>(a)—Are you the person whose name appears as AB in the list of proxies for this voting area as entitled to vote as proxy on behalf of CD? [R]</p> <p>(b)—Have you already voted here or elsewhere at this referendum as proxy on behalf of CD? [R]</p> <p>(c)—Are you the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of CD? [R]</p>

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- 3 A person applying as proxy for a voter with an anonymous entry (instead of the questions at entry 2) (a)—Are you the person entitled to vote as proxy on behalf of the voter whose number on the register of electors is (*read out the number*)? [R]  
 (b)—Have you already voted here or elsewhere as proxy on behalf of the voter whose number on the register of electors is (*read out the number*)? [R]  
 (c)—Are you the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the person whose number on the register of electors is (*read out the number*)? [R]
- 4 A person applying as proxy if the question at entry 2(c) or 3(c) is not answered in the affirmative Have you already voted at this referendum on behalf of two persons of whom you are not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild? [R]
- 5 A person applying as a voter in relation to whom there is an entry in the postal voters list (a)—Did you apply to vote by post?  
 (b)—Why have you not voted by post?
- 6 A person applying as proxy who is named in the proxy postal voters list (a)—Did you apply to vote by post as proxy?  
 (b)—Why have you not voted by post as proxy?

(2) In the case of a person in respect of whom a notice has been issued under section 13B(3B) or (3D) of the 1983 Act, the references in the questions at entries 1(a) and 3(a), (b) and (c) to reading from the register shall be taken as references to reading from the notice issued under section 13B(3B) or (3D) of the 1983 Act.

(3) A ballot paper must not be delivered to any person required to answer any of the above questions unless that person has answered each question satisfactorily.

(4) Except as authorised by this rule, no inquiry shall be permitted as to the right of any person to vote.

### Challenge of voter or proxy

27. A person must not be prevented from voting by reason only that—

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- (a) any polling observer permitted to be present in accordance with rule 23(1) declares that he or she has reasonable cause to believe that the person has committed an offence of personation; or
- (b) the person is arrested on the grounds that he or she is suspected of committing or of being about to commit such an offence.

### Voting procedure

**28.**—(1) A ballot paper must be delivered to a voter or proxy who applies for one, and immediately before delivery—

- (a) the number and (unless paragraph (2) applies) name of the voter as stated in the copy of the register of electors must be called out;
- (b) the number of the voter as stated in the register must be marked on the list mentioned in rule 17(4)(d) beside the number of the ballot paper to be issued to him or her;
- (c) a mark must be placed in the copy of the register of electors against the number of the voter to note that a ballot paper has been received but without showing the particular ballot paper which has been received; and
- (d) in the case of a person applying for a ballot paper as proxy, a mark must also be placed against his or her name in the list of proxies.

(2) In the case of a voter who has an anonymous entry, that person must show the presiding officer his or her official poll card and only his or her number shall be called out in pursuance of paragraph (1)(a).

(3) In the case of a voter or proxy who is added to the register in pursuance of a notice issued under section 13B(3B) or (3D) of the 1983 Act,<sup>M8</sup> paragraph (1) is modified as follows—

- (a) in sub-paragraph (a), for “copy of the register of electors” substitute “ copy of the notice issued under section 13B(3B) or (3D) of the 1983 Act ”;
- (b) in sub-paragraph (b), for “in the register” substitute “ on the copy of the notice issued under section 13B(3B) or (3D) of the 1983 Act ”;
- (c) in sub-paragraph (c), for “in the copy of the register of electors” substitute “ on the copy of the notice issued under section 13B(3B) or (3D) of the 1983 Act ”.

(4) The voter or proxy, on receiving the ballot paper, must forthwith proceed into one of the compartments in the polling station and there secretly mark his or her paper and fold it up so as to conceal his or her vote, and must then show to the presiding officer the back of the paper, so as to disclose the number and other unique identifying mark, and put the ballot paper so folded up into the ballot box in the presiding officer's presence.

(5) The voter or proxy must vote without undue delay, and must leave the polling station as soon as he or she has put his or her ballot paper into the ballot box.

[<sup>F7</sup>(5A) A voter or proxy who at the close of the poll is in the polling station, or in a queue outside the polling station, for the purpose of voting shall (despite the close of the poll) be entitled to apply for a ballot paper under paragraph (1); and these rules apply in relation to such a voter or proxy accordingly.]

(6) The same copy of the register of electors which is used under paragraph (1) for the referendum or, where paragraph (3) applies, the same copy of the notice issued under section 13B(3B) or (3D) of the 1983 Act, may be used for each relevant election or referendum, and—

- (a) one mark may be placed in that copy of the register or on that notice under paragraph (1) (c) or in the list of proxies under paragraph (1)(d) to denote that a ballot paper has been issued in respect of each election or referendum; but

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- (b) where a ballot paper has not been issued in respect of a relevant election or referendum, a different mark must be placed in the copy of that register or, as the case may be, on that notice or in that list so as to identify each election or referendum in respect of which a ballot paper was issued.

**F7** [Sch. 5 rule 28\(5A\)](#) inserted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), **15** (with reg. 1(4))

#### Marginal Citations

**M8** Section 13B of the 1983 Act was inserted by paragraph 3 of Schedule 2 to the [Representation of the People Act 2000 \(c. 2\)](#) and amended by section 11(3) of the [Electoral Administration Act 2006 \(c. 22\)](#). Subsections (3B) and (3D) of section 13B were inserted by section 11(4) of the [Electoral Administration Act 2006 \(c. 22\)](#).

### Votes marked by presiding officer

**29.**—(1) The presiding officer, on the application of a voter or proxy—

- (a) who is incapacitated by blindness or other disability from voting in the manner directed by these Rules; or  
(b) who declares orally that he or she is unable to read,

must, in the presence of the polling observers (if any), cause that person's vote to be marked on a ballot paper in the manner directed by that person, and the ballot paper to be placed in the ballot box.

(2) The name and number on the register of electors of every person whose vote is marked in pursuance of this rule, and the reason why it is so marked, must be entered on a list (in these Rules called “the list of votes marked by the presiding officer”).

(3) In the case of a person voting as proxy for a voter, the number to be entered together with the proxy's name shall be the number in the register of the voter.

(4) In the case of a person in respect of whom a notice has been issued under section 13B(3B) or (3D) of the 1983 Act, paragraph (2) applies as if for “on the register of electors of every person” there were substituted “relating to every person in respect of whom a notice has been issued under section 13B(3B) or (3D) of the 1983 Act”.

(5) The same list may be used for the referendum and each relevant election or referendum and, where it is so used, an entry in that list shall be taken to mean that the ballot papers were so marked in respect of each election or referendum, unless the list identifies the election or referendum at which the ballot paper was so marked.

### Voting by persons with disabilities

**30.**—(1) If a voter or proxy makes an application to the presiding officer to be allowed, on the ground of—

- (a) blindness or other disability; or  
(b) inability to read,

to vote with the assistance of another person by whom he or she is accompanied (in these Rules referred to as “the companion”), the presiding officer must require the voter or proxy to declare, orally or in writing, whether he or she is so incapacitated by his or her blindness or other disability, or by his or her inability to read, as to be unable to vote without assistance.

(2) If the presiding officer—

- (a) is satisfied that the voter or proxy is so incapacitated, and

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- (b) is also satisfied by a written declaration made by the companion (in these Rules referred to as “the declaration made by the companion of a voter or proxy with disabilities”) that the companion—
  - (i) is a qualified person within the meaning of this rule; and
  - (ii) has not previously assisted more than one voter or proxy with disabilities to vote at the referendum,

the presiding officer must grant the application, and then anything which is by these Rules required to be done to or by that voter or proxy in connection with the giving of his or her vote may be done to, or with the assistance of, the companion.

(3) For the purposes of these Rules, a person is a voter or proxy with disabilities if he or she has made such a declaration as is mentioned in paragraph (1), and a person shall be qualified to assist a voter or proxy with disabilities to vote if that person—

- (a) is a person who is entitled to vote on his or her own behalf at the referendum; or
- (b) is the father, mother, brother, sister, spouse, civil partner, son or daughter of the voter or proxy and has attained the age of 18 years.

(4) The name and number in the register of electors of every person whose vote is given in accordance with this rule and the name and address of the companion must be entered on a list (in these Rules referred to as “the list of voters and proxies with disabilities assisted by companions”).

In the case of a person voting as proxy for a voter, the number to be entered together with the proxy's name shall be the number in the register of the voter.

(5) In the case of a person in respect of whom a notice has been issued under section 13B(3B) or (3D) of the 1983 Act, paragraph (4) applies as if for “in the register of electors of every person” there were substituted “relating to every person in respect of whom a notice has been issued under section 13B(3B) or (3D) of the 1983 Act”.

(6) The same list may be used for the referendum and each relevant election or referendum and, where it is so used, an entry in that list shall be taken to mean that the votes were so given in respect of each election or referendum, unless the list identifies the election or referendum at which the vote was so given.

- (7) The declaration made by the companion of a voter or proxy with disabilities—
  - (a) must be in the form in the Appendix;
  - (b) must be made before the presiding officer at the time when the voter or proxy applies to vote with the assistance of a companion; and
  - (c) must forthwith be given to the presiding officer who must attest and retain it.
- (8) No fee or other payment shall be charged in respect of the declaration.

### **Tendered ballot papers: circumstances where available**

- 31.—(1) If a person, representing himself or herself to be—
  - (a) a particular voter named on the register and not named in the absent voters list; or
  - (b) a particular person named in the list of proxies as proxy for a voter and not entitled to vote by post as proxy,

applies for a ballot paper after another person has voted in person either as the voter or his or her proxy, the applicant shall, on satisfactorily answering the questions permitted by law to be asked at the poll, be entitled, subject to the provisions of rule 32, to mark a ballot paper (in these Rules referred to as “a tendered ballot paper”) in the same manner as any other voter.

- (2) Paragraph (4) applies if—

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- (a) a person applies for a ballot paper representing himself or herself to be a particular voter named on the register;
  - (b) he or she is also named in the postal voters list; and
  - (c) he or she claims that he or she did not make an application to vote by post.
- (3) Paragraph (4) also applies if—
- (a) a person applies for a ballot paper representing himself or herself to be a particular person named as a proxy in the list of proxies;
  - (b) he or she is also named in the proxy postal voters list; and
  - (c) he or she claims that he or she did not make an application to vote by post as proxy.
- (4) The person shall, on satisfactorily answering the questions permitted by law to be asked at the poll, be entitled, subject to the provisions of rule 32, to mark a ballot paper (in these Rules referred to as a “tendered ballot paper”) in the same manner as any other voter.
- (5) Paragraph (6) applies if, before the close of the poll but after the last time at which a person may apply for a replacement postal ballot paper, a person represents himself or herself to be—
- (a) a particular voter named on the register who is also named in the postal voters list; or
  - (b) a particular person named as a proxy in the list of proxies and who is also named in the proxy postal voters list,
- and claims that he or she has lost or has not received his or her postal ballot paper.
- (6) The person shall, on satisfactorily answering the questions permitted by law to be asked at the poll, be entitled, subject to the provisions of rule 32, to mark a ballot paper (in these Rules referred to as a “tendered ballot paper”) in the same manner as any other voter.

### **Tendered ballot papers: general provisions**

- 32.**—(1) A tendered ballot paper must—
- (a) be of a colour differing from that of the other ballot papers;
  - (b) instead of being put into the ballot box, be given to the presiding officer and endorsed by him or her with the name of the person who has marked a tendered ballot paper and that person's number in the register of electors, and set aside in a separate packet.
- (2) The name of the person who has marked a tendered ballot paper and his or her number in the register of electors must be entered on a list (in these Rules referred to as the “tendered votes list”).
- (3) The same list may be used for the referendum and each relevant election or referendum and, where it is so used, an entry in that list shall be taken to mean that tendered ballot papers were marked in respect of each election or referendum, unless the list identifies the election or referendum at which a tendered ballot paper was marked.
- (4) In the case of a person voting as proxy for a voter, the number to be endorsed or entered together with the proxy's name shall be the number in the register of the voter.
- (5) In the case of a voter who has an anonymous entry, this rule and rule 31 apply subject to the following modifications—
- (a) in paragraphs (1)(b) and (2) above, the references to the name of the person who has marked a tendered ballot paper shall be ignored;
  - (b) otherwise, a reference to a person named on a register or list shall be construed as a reference to a person whose number appears on the register or list (as the case may be).
- (6) In the case of a person in respect of whom a notice has been issued under section 13B(3B) or (3D) of the 1983 Act, this rule and rule 31 shall apply as if—



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- (a) in rule 31(1)(a), (2)(a) and (5)(a), for “named on the register” there were substituted “ in respect of whom a notice under section 13B(3B) or (3D) of the 1983 Act has been issued ”;
- (b) in paragraph (1)(b) of this rule, for “that person's number in the register of electors” there were substituted “ the number relating to him or her on a notice issued under section 13B(3B) or (3D) of the 1983 Act ”;
- (c) in paragraph (2) of this rule, for “his or her number in the register of electors” there were substituted “ the number relating to him or her on a notice issued under section 13B(3B) or (3D) of the 1983 Act ”.

### **Spoilt ballot papers**

**33.** A voter or proxy who has inadvertently dealt with his or her ballot paper in such manner that it cannot be conveniently used as a ballot paper may, on delivering it to the presiding officer and proving to his or her satisfaction the fact of the inadvertence, obtain another ballot paper in the place of the ballot paper so delivered (in these Rules referred to as “a spoilt ballot paper”), and the spoilt ballot paper must be immediately cancelled.

### **Correction of errors on day of poll**

**34.—**(1) The presiding officer must keep a list of persons to whom ballot papers are delivered in consequence of an alteration to the register made by virtue of section 13B(3B) or (3D) of the 1983 Act which takes effect on the day of the poll.

(2) The same list may be used for each relevant election or referendum and, where it is so used, an entry in that list shall be taken to mean that ballot papers were issued in respect of each election or referendum, unless the list identifies the election or referendum for which a ballot paper was issued.

### **Adjournment of poll in case of riot**

**35.—**(1) Where the proceedings at any polling station are interrupted or obstructed by riot or open violence, the presiding officer must adjourn the proceedings till the following day and must forthwith give notice to the relevant returning or counting officer.

(2) Where the poll is adjourned at any polling station—

- (a) the hours of polling on the day to which it is adjourned must be the same as for the original day; and
- (b) references in these Rules to the close of the poll shall be construed accordingly.

### **Procedure on close of poll**

**36.—**(1) As soon as practicable after the close of the poll, the presiding officer must, in the presence of the polling observers appointed for the purposes of the referendum and the polling agents or observers appointed for the purposes of each relevant election or referendum, make up into separate packets, sealed with his or her own seal and the seals of such polling observers and agents as desire to affix their seals—

- (a) each ballot box in use at the station, sealed so as to prevent the introduction of additional ballot papers and unopened, but with the key, if any, attached;
- (b) the unused and spoilt ballot papers placed together;
- (c) the tendered ballot papers;
- (d) the marked copies of the register of electors (including any marked copy notices issued under section 13B(3B) or (3D) of the 1983 Act) and of the list of proxies;

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- (e) the lists prepared under rule 8 including the parts which were completed in accordance with rule 28(1)(b) (together referred to in these Rules as “the completed corresponding number lists”);
- (f) the certificates as to employment on duty on the day of the poll;
- (g) the tendered votes list, the list of voters and proxies with disabilities assisted by companions, the list of votes marked by the presiding officer, a statement of the number of voters and proxies whose votes are so marked by the presiding officer under the heads “disability” and “unable to read”, the list maintained under rule 34 (correction of errors on day of poll) and the declarations made by the companions of voters and proxies with disabilities,

and must deliver the packets or cause them to be delivered to the relevant returning or counting officer to be taken charge of by that person; but if the packets are not delivered by the presiding officer personally to the relevant returning or counting officer, the arrangements for their delivery shall require that officer's approval.

(2) The contents of the packets referred to in sub-paragraphs (b), (c) and (f) of paragraph (1) must not be combined with the contents of the packets made under the corresponding rule that applies at any relevant election or referendum; nor shall the statement prepared under paragraph (4) be so combined.

(3) The marked copies of the register of electors and of the list of proxies must be in one packet but must not be in the same packet as the completed corresponding number lists or the certificates as to employment on duty on the day of the poll.

(4) The packets must be accompanied by a statement (in these Rules referred to as “the ballot paper account”) made by the presiding officer showing the number of ballot papers entrusted to him or her, and accounting for them under the heads of ballot papers issued and not otherwise accounted for, unused, spoiled and tendered ballot papers.

## PART 6

### Counting of votes

#### Attendance at counting of votes

**37.—**(1) Where the counting officer at the referendum is the relevant returning or counting officer, he or she must—

- (a) make arrangements for—
  - (i) discharging the functions under rule 38(1) and (5) (where applicable) in the presence of the counting observers appointed for the purposes of the referendum and the election agents and counting agents or observers appointed for the purpose of each relevant election or referendum as soon as practicable after the close of the poll, and
  - (ii) thereafter counting the votes at the referendum in the presence of the counting observers appointed for the purpose of that referendum; and
- (b) give, to the counting observers appointed for the purposes of the referendum and the election agents and counting agents or observers appointed for the purpose of each relevant election or referendum, notice in writing of the time and place at which he or she will begin to discharge the functions under rule 38(1) and (5) (where applicable).

(2) Where the counting officer at the referendum is not the relevant returning or counting officer, he or she must—

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- (a) make arrangements for counting the votes in the presence of the counting observers as soon as practicable after the delivery of the ballot papers to him or her by the relevant returning or counting officer; and
  - (b) give to the counting observers notice in writing of the time after which he or she will begin to count the votes if by then he or she has received the ballot papers and of the place at which that count will take place.
- (3) No person other than—
- (a) the counting officer and his or her clerks;
  - (b) the counting observers;
  - (c) persons who are entitled to attend by virtue of any of sections 6A to 6D of the Political Parties, Elections and Referendums Act 2000;
  - (d) the Chief Counting Officer,

may be present at the counting of the votes, unless permitted by the counting officer to attend.

(4) No person other than a person entitled to be present at the counting of the votes at the referendum under paragraphs (5) to (16) of rule 38 or at a relevant election or referendum may be present at the proceedings under rule 38(1) unless permitted by the relevant returning or counting officer to attend.

- (5) A person not entitled to attend at—
- (a) the proceedings under rule 38(1); or
  - (b) the counting of the votes,

must not be permitted to do so by, respectively, the relevant returning or counting officer or the counting officer unless he or she is satisfied that the efficient separation of the ballot papers or, as the case may be, the efficient counting of the votes will not be impeded.

- (6) The—
- (a) relevant returning or counting officer, in respect of proceedings under rule 38(1) and (5); and
  - (b) counting officer, in respect of the counting of votes,

must give the counting observers all such reasonable facilities for overseeing the proceedings, and all such information with respect to them, as he or she can give them consistently with the orderly conduct of the proceedings and the discharge of his or her duties in connection with them.

(7) In particular, where the votes are counted by sorting the ballot papers according to the answer for which the vote is given and then counting the number of ballot papers for each answer, the counting observers shall be entitled to satisfy themselves that the ballot papers are correctly sorted.

## **The count**

**38.**—(1) Subject to paragraph (4), where the counting officer at the referendum is the relevant returning or counting officer, he or she must—

- (a) in the presence of the counting observers appointed for the purposes of the poll at the referendum and the election agents and counting agents or observers appointed for the purposes of the poll at each relevant election or referendum, open each ballot box and record separately the number of ballot papers used in each election;
- (b) in the presence of the counting observers appointed for the purposes of the poll at the referendum, and the election agents and counting agents or observers appointed for the purposes of each relevant election or referendum verify each ballot paper account;

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- (c) count such of the postal ballot papers as have been duly returned and record separately the number counted at the referendum and each relevant election or referendum;
  - (d) separate the ballot papers relating to the referendum from the ballot papers relating to each relevant election or referendum;
  - (e) make up into packets the ballot papers for each relevant election or referendum and seal them up in separate containers endorsing on each a description of the area to which the ballot papers relate;
  - (f) deliver or cause to be delivered to the returning or counting officer for the relevant election or referendum to which the ballot papers relate—
    - (i) those containers, together with a list of them and of the contents of each; and
    - (ii) the ballot paper accounts together with a copy of the statement as to the result of their verification in respect of that election; and
  - (g) at the same time deliver or cause to be delivered to that officer packets that so relate containing—
    - (i) the unused and spoilt ballot papers,
    - (ii) the tendered ballot papers, and
    - (iii) the certificates as to employment on duty on the day of the poll.
- (2) Where separate ballot boxes are used, no vote for any candidate or answer shall be rendered invalid by the ballot paper being placed in the ballot box intended for use at any relevant election or referendum.
- (3) After completion of the proceedings under paragraph (1), the counting officer must mix together all of the ballot papers used at the referendum and count the votes given on them.
- (4) Where the relevant counting officer at a referendum is also the counting officer for another referendum, sub-paragraphs (e), (f) and (g) of paragraph (1) and paragraph (2) above shall not apply and paragraph (5) shall apply instead.
- (5) The relevant counting officer must, in relation to the referendum and each of the other referendums—
- (a) take proper precautions to ensure the ballot papers for the referendum and each of the other referendums are kept separately;
  - (b) mix together all of the ballot papers used at the referendum and count the votes given on them; and
  - (c) mix together all of the ballot papers used at the other referendum and count the votes given on them.
- (6) Where the counting officer at the referendum is not the relevant returning or counting officer, he or she must—
- (a) on receipt of containers from the relevant returning or counting officer, and after the time specified in the notice given under rule 37(2)(b), in the presence of the counting observers open each container;
  - (b) where the proceedings on the issue and receipt of postal ballot papers are not taken together with such proceedings at a relevant election or referendum under regulation 65 of the Representation of the People (England and Wales) Regulations 2001<sup>M9</sup>, or under that regulation as applied by these Regulations or by regulations made under sections 44 and 105 of the Local Government Act 2000, count such of the postal ballot papers as have been duly returned and record the number counted; and
  - (c) mix together the postal ballot papers and the ballot papers from all of the containers and count the votes given on them,

and paragraph (13) shall not apply to these proceedings.

- (7) A postal ballot paper must not be taken to be duly returned unless—
- (a) it is returned in the manner set out in paragraph (8) and reaches the relevant returning or counting officer or any polling station in the appropriate electoral area (as defined in paragraph (9)) before the close of the poll;
  - (b) the postal voting statement, duly signed, is also returned in the manner set out in paragraph (8) and reaches the counting officer or such a polling station before that time;
  - (c) the postal voting statement also states the date of birth of the voter or proxy; and
  - (d) in a case where steps for verifying the date of birth and signature of a voter or proxy have been prescribed by regulations made under the 1983 Act <sup>M10</sup>, the relevant returning or counting officer (having taken such steps) verifies that date of birth and that signature.

[<sup>F8</sup>(7A) A postal ballot paper or postal voting statement that reaches the relevant returning or counting officer or a polling station on or after the close of the poll is treated for the purposes of paragraph (7) as reaching that officer or polling station before the close of the poll if it is delivered by a person who, at the close of the poll, is in the polling station, or in a queue outside the polling station, for the purpose of returning it.]

- (8) The manner in which any postal ballot paper or postal voting statement may be returned—
- (a) to the relevant returning or counting officer, is by hand or by post;
  - (b) to a polling station, is by hand.
- (9) The appropriate electoral area in respect of any voter or proxy shall be—
- (a) the area which is common to the parliamentary constituency <sup>M11</sup>, electoral area, local counting area, local authority area or voting area (as the case may be) in which the polls at the referendum and any relevant election or referendum are being taken together; and
  - (b) in respect of which polls the voter or proxy has been issued with a postal ballot paper.

(10) In paragraphs (7)(a) and (d) and (8)(a) for “relevant returning or counting officer” substitute “counting officer” where proceedings on the issue and receipt of postal ballot papers at the referendum are not taken together with such proceedings at one or more relevant elections or referendums.

(11) The counting officer must not count any tendered ballot papers.

(12) The—

- (a) relevant returning or counting officer, in respect of the proceedings under paragraph (1) or (5) (where applicable); and
- (b) the counting officer, while counting the votes,

must keep the ballot papers with their faces upwards and take all proper precautions for preventing any person from seeing the numbers or other unique identifying marks printed on the back of the papers.

(13) The relevant returning or counting officer must verify each ballot paper account by comparing it with the number of ballot papers recorded by him or her, and the unused and spoilt ballot papers in his or her possession and the tendered votes list (opening and resealing the packets containing the unused and spoilt ballot papers and the tendered votes list) and must draw up a statement as to the result of the verification, which any counting observer may copy.

(14) Where rules 42 and 43 apply, as soon as is practicable after the counting officer has drawn up the statement as to the result of the verification, he or she must inform the Chief Counting Officer of its contents.

(15) The—

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- (a) relevant returning or counting officer, in respect of the proceedings under paragraph (1) and (5) (where applicable), and
- (b) counting officer, in respect of the counting of the votes,

must so far as practicable proceed continuously, allowing only time for refreshment, except that they may exclude the hours between 7 in the evening and 9 on the following morning.

(16) During the time so excluded the relevant returning or counting officer or counting officer (as the case may be) must—

- (a) place the ballot papers and other documents relating to the referendum under his or her own seal and the seals of such of the counting observers as desire to affix their seals; and
- (b) otherwise take proper precautions for the security of the papers and documents.

**F8** [Sch. 5 rule 38\(7A\)](#) inserted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), **16** (with reg. 1(4))

#### Marginal Citations

**M9** [S.I. 2001/341](#).

**M10** See Regulations 85 and 85A of [the Representation of the People \(England and Wales\) Regulations 2001 \(S.I. 2001/341\)](#), which were inserted by [S.I. 2006/2910](#).

**M11** For the meaning of “parliamentary constituency”, see section 1 of the [Parliamentary Constituencies Act 1986 \(c. 56\)](#).

### Rejected ballot papers

**39.**—(1) Any ballot paper—

- (a) which does not bear the official mark; or
- (b) on which votes are given for more than one answer; or
- (c) on which anything is written or marked by which the voter or proxy can be identified except the printed number on the back and other unique identifying mark; or
- (d) which is unmarked or void for uncertainty,

shall, subject to paragraph (2), be void and not counted.

(2) A ballot paper on which the vote is marked—

- (a) elsewhere than in the proper place; or
- (b) otherwise than by means of a cross; or
- (c) by more than one mark,

shall not for such reason be deemed to be void if an intention that the vote shall be for one or the other of the answers clearly appears, and the way the paper is marked does not itself identify the voter or proxy and it is not shown that he or she can be identified by it.

(3) The counting officer must endorse the word “rejected” on any ballot paper which under this rule is not to be counted, and must add to the endorsement the words “rejection objected to” if any objection is made by a counting observer to the counting officer's decision.

(4) Subject to paragraph (5) below, the counting officer must draw up a statement showing the number of ballot papers rejected under the several heads of—

- (a) want of official mark;
- (b) voting for more than one answer;
- (c) writing or mark by which the voter or proxy could be identified;

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(d) unmarked or void for uncertainty.

(5) Where rules 42 and 43 apply, the statement referred to in paragraph (4) above is to be a provisional statement and as soon as practicable after the completion of that statement, the counting officer shall inform the Chief Counting Officer of its contents.

### **Decisions on ballot papers**

**40.**—(1) The decision of the counting officer on any question arising in respect of a ballot paper shall be final, but shall be subject to review on a referendum petition.

## **PART 7**

### **Final Proceedings and Miscellaneous**

#### **Declaration of result**

**41.** Subject to rules 42 and 43, when the result of the poll has been ascertained, the counting officer must forthwith—

- (a) declare the result of the referendum;
- (b) inform the authority in respect of which the referendum was held of the result of the referendum;
- (c) give public notice of—
  - (i) the result of the referendum;
  - (ii) the number of ballot papers counted;
  - (iii) the total number of votes cast for each answer; and
  - (iv) the number of rejected ballot papers under each head shown in the statement of rejected ballot papers.

#### **Chief Counting Officer's re-count**

**42.**—(1) This rule and rule 43 applies where two or more referendums are held in respect of a precepting authority's relevant basic amount of council tax for the financial year.

(2) As soon as practicable after the conclusion of the count (which includes any re-count whether or not directed under this rule), the counting officer must draw up a provisional statement showing—

- (a) the number of ballot papers counted by him or her; and
- (b) the number of votes cast in favour of each answer to the question asked in the referendum.

(3) As soon as possible after completion of the provisional statement, the counting officer must inform the Chief Counting Officer of its contents.

(4) Once the Chief Counting Officer has received the report of any counting officer on the contents of his or her provisional statement prepared under paragraph (2) and under rule 39(4), the Chief Counting Officer may direct the counting officer to re-count (or further re-count) the votes.

(5) A re-count directed by the Chief Counting Officer under paragraph (4) may be of the votes in all the voting areas, or in such of the voting areas as he or she considers reasonable.

(6) A counting officer must proceed with a re-count as soon as practicable after receipt of the Chief Counting Officer's direction, and if not proceeding forthwith shall notify those counting observers entitled to be present at the re-count of the time and place at which he or she will begin to re-count the votes.

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### Counting officer's statement and declaration of result

**43.**—(1) When the Chief Counting Officer has determined not to direct that any re-count (or further re-count) must take place, he or she must direct the counting officers to draw up a final statement of the matters referred to in rule 42(2) and to provide final versions of their statements of rejected ballot papers.

- (2) The counting officer, having drawn up the final statement, must—
  - (a) forthwith inform the Chief Counting Officer of its contents; and
  - (b) as soon as reasonably practicable give the Chief Counting Officer notice of the number of rejected ballot papers under each head shown in the final statement of rejected ballot papers.
- (3) When authorised by the Chief Counting Officer to do so, the counting officer must—
  - (a) make a declaration of the matters referred to in the final statement; and
  - (b) give public notice of those matters together with the number of rejected ballot papers under each head shown in the final statement of rejected ballot papers.
- (4) The Chief Counting Officer, having received notification of each of the counting officers' final statement referred to in paragraph (1) must—
  - (a) draw up a statement of—
    - (i) the total number of ballot papers counted, and
    - (ii) the total number of votes cast in favour of each answer to the question asked, in respect of all the referendums which relate to the precepting authority's relevant basic amount of council tax for the financial year;
  - (b) forthwith make a declaration of the matters referred to in subparagraph (a); and
  - (c) as soon as reasonably practicable give public notice of those matters together with the number of rejected ballot papers under each head shown in the statements of rejected ballot papers.

### Sealing up of ballot papers

**44.**—(1) On the completion of the counting at a referendum, the counting officer must seal up in separate packets the counted and rejected ballot papers.

- (2) The counting officer must not open the sealed packets of—
  - (a) tendered ballot papers; or
  - (b) certificates as to employment on duty on the day of the poll.
- (3) The relevant returning or counting officer must not open the sealed packets of—
  - (a) the completed corresponding number lists; or
  - (b) the marked copies of the register of electors (including any marked copy notices issued under section 13B(3B) or (3D) of the 1983 Act) and lists of proxies.

### Delivery of documents to relevant registration officer

**45.**—(1) Where the counting officer is the relevant returning or counting officer, he or she must then forward to the relevant registration officer the following documents—

- (a) the packets of ballot papers in the counting officer's possession;
- (b) the ballot paper accounts and the statements of rejected ballot papers and of the result of the verification of the ballot paper accounts;



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- (c) the tendered votes lists, the lists of voters and proxies with disabilities assisted by companions, the lists of votes marked by the presiding officer and the related statements, the lists maintained under rule 34, and the declarations made by the companions of voters and proxies with disabilities;
- (d) the packets of the completed corresponding number lists;
- (e) the packets of certificates as to employment on duty on the day of the poll; and
- (f) the packets containing marked copies of registers (including any marked copy notices issued under section 13B(3B) or (3D) of the 1983 Act) and of the postal voters list, of the lists of proxies and of the proxy postal voters list,

endorsing on each packet a description of its contents, the date of the referendum to which they relate and the name of the relevant billing authority.

(2) Where the counting officer at the referendum is not the relevant returning or counting officer, paragraph (1) has effect as if sub-paragraphs (c), (d) and (f) were omitted.

(3) In this rule and in rules 46 and 47 references to the relevant registration officer are to—

- (a) the registration officer of the relevant billing authority;
- (b) if the electoral area of the relevant election or referendum comprises any part of the area of more than one local authority, the registration officer of the local authority in whose area the greater or greatest (as the case may be) number of electors is registered,

and for these purposes “local authority” does not include the Greater London Authority.

## Orders for production of documents

**46.**—(1) An order—

- (a) for the inspection or production of any rejected ballot papers in the custody of the relevant registration officer; or
- (b) for the opening of a sealed packet of the completed corresponding number lists or certificates as to employment on duty on the day of the poll or for the inspection of any counted ballot papers in the relevant registration officer's custody,

may be made by a county court, if the court is satisfied by evidence on oath that the order is required for the purpose of instituting or maintaining a prosecution for an offence in relation to ballot papers, or for the purpose of a referendum petition.

(2) An order for the opening of a sealed packet of the completed corresponding number lists or certificates as to employment on duty on the day of the poll or for the inspection of any counted ballot papers in the custody of the relevant registration officer may be made by an election court.

(3) An order under this rule may be made subject to such conditions as to—

- (a) persons;
- (b) time;
- (c) place and mode of inspection;
- (d) production or opening,

as the court making the order may think expedient.

(4) In making and carrying into effect an order for the opening of a packet of the completed corresponding number lists or certificates as to employment on duty on the day of the poll or for the inspection of counted ballot papers, care must be taken that the way in which the vote of any particular person has been given shall not be disclosed until it has been proved—

- (a) that that person's vote was given; and
- (b) that the vote has been declared by a competent court to be invalid.

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- (5) An appeal lies to the High Court from any order of a county court under this rule.
- (6) Any power given under this rule to a county court may be exercised by any judge of the court otherwise than in open court.
- (7) Where an order is made for the production by the relevant registration officer of any document in his or her possession relating to any specified referendum—
- (a) the production by the relevant registration officer or his or her agent of the document ordered in such manner as may be directed by that order shall be conclusive evidence that the document relates to the specified referendum; and
  - (b) any endorsement on any packet of ballot papers so produced shall be prima facie evidence that the ballot papers are what they are stated to be by the endorsement.
- (8) The production from proper custody of—
- (a) a ballot paper purporting to have been used at any referendum, and
  - (b) a completed corresponding number list with a number marked in writing beside the number of the ballot paper,

shall be prima facie evidence that the person whose vote was given by that ballot paper was the person whose entry in the register of electors or on a notice issued under section 13B(3B) or (3D) of the 1983 Act at the time of the referendum contained the same number as the number written as mentioned in sub-paragraph (b) of this paragraph.

(9) Save as by this rule provided, no person shall be allowed to inspect any rejected or counted ballot papers in the possession of the relevant registration officer or open any sealed packets of the completed corresponding number lists or of certificates as to employment on duty on the day of the poll.

#### **Retention of documents**

**47.** The relevant registration officer must retain for one year all documents relating to a referendum forwarded to him or her in pursuance of these Rules by the relevant returning or counting officer and the counting officer and then, unless otherwise directed by an order of a county court, the Crown Court, a magistrates' court or an election court, must cause them to be destroyed.

#### **Countermand or abandonment of poll at election on death of candidate**

**48.** Where at a contested election the notice of poll is countermanded, or the polling is abandoned, due to the death of a candidate, the polling at the referendum shall not be affected.

## **PART 8**

### **Appendix of Forms**

*Note:*—The forms contained in this Appendix may be adapted so far as circumstances require.

Form of Ballot Paper: Question in referendum as specified in Schedule 1

Corresponding Number List M1

Corresponding Number List M2

**Changes to legislation:** *There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes*

Form of Postal Voting Statement (for use where there is joint issue and receipt of postal ballot papers)

Form of Postal Voting Statement (for use when a referendum poll is combined with another poll but the postal ballot papers are not combined)

Official Poll Card (to be sent to a voter voting in person)

Official Postal Poll Card (to be sent to a voter voting by post)

Official Proxy Poll Card (to be sent to an appointed proxy voting in person)

Official Proxy Postal Poll Card (to be sent to an appointed proxy voting by post)

Form of directions for the guidance of the voters and proxies in voting

Form of Certificate of Employment

Form of declaration to be made by the companion of a voter or proxy with disabilities

*[<sup>F9</sup>Form of Ballot Paper: Question in referendum as specified in Schedule 1*

<p><b>F9</b> Sch. 5 Pt. 8 Form substituted (26.2.2013) by <a href="#">The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) (Amendment) Regulations 2013 (S.I. 2013/409)</a>, regs. 1(1), 3, Sch. 2</p>
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**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

Form of Ballot Paper: Question in referendum as specified in Schedule 1

**Front of ballot paper**

Part of the council tax in your area goes to _____.	
For the financial year beginning on 1st April ____ _____ has set an increase of _____ in the amount it charges.	
If most voters choose 'yes', the increase will be _____.	
If most voters choose 'no', the increase will be _____ instead.	
Do you want _____ to increase the amount it charges by _____?	
Vote only <b>once</b> by marking a cross (X) in the box next to your choice	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

**Back of ballot paper**

Ballot Paper Number

Other Unique Identifying Mark

Council referendum on [insert date] [name of voting area].....





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<sup>F10</sup> *Form of Postal Voting Statement (for use when there is joint issue and receipt of postal ballot papers)*

**F10** Sch. 5 Pt. 8 Form substituted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), 17(a)(i), **Sch. 3** (with reg. 1(4))

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<b>Postal voting statement</b>	[Space for barcode]												
<p><b>Referendum on the Council Tax increase for</b>  <b>[insert name of authority]</b>  <i>[Relevant Returning or Counting Officer to insert title(s) of other elections and referendums as appropriate]</i></p>													
<p>Date of [election(s) and] referendum(s) <b>[day] [date] [month]</b>  <b>[year]</b></p>													
<p><b>Important – you must fill in and return this postal voting statement with your completed ballot papers for them to be counted.</b></p> <p><b>Please read the instructions carefully and use a black pen.</b></p> <p>* Name _____ Ballot paper numbers _____</p> <p>* <i>Relevant Returning or Counting Officer to insert name but omit where sent to an anonymous voter</i></p> <p>(!) Check that the numbers on the backs of your ballot papers match the numbers shown above. If they do not match, call us <b>immediately</b> on <i>(insert helpline number)</i>.</p>													
<p><b>I am the person the ballot papers numbered above were sent to.</b></p> <p><b>My Date of Birth is:</b></p> <table style="margin-left: 100px;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">Day</td> <td></td> <td style="text-align: center;">Month</td> <td></td> <td style="text-align: center;">Year</td> <td></td> </tr> </table> <p><b>* My Signature is:</b>  <b>(You must sign inside the box)</b></p> <p>* <i>Relevant Returning or Counting Officer to omit box where the voter has been granted a waiver</i></p> <div style="border: 1px solid black; width: 200px; height: 60px; margin-left: 100px;"></div>								Day		Month		Year	
Day		Month		Year									
<p><b>We will check this information against our records for security.</b></p> <p><b>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same [election or] referendum (unless you are appointed as a proxy).</b></p> <p><i>Relevant Returning or Counting Officer to add pictorial guidance as appropriate.</i></p>													



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## Instructions for voting by post

Please read through carefully. If you need help, please call us on *[insert helpline number]*

- For your votes to be counted, you must fill in and return this postal voting statement with all your ballot papers (listed below).
- Make sure you have filled in the date of birth *\*[and signature]* box[es] on this postal voting statement.  
*\*Relevant Returning or Counting Officer to delete where voter is granted a waiver.*

*\* UK Parliamentary election ([insert colour] ballot paper)*

- [Vote for only one candidate by putting a cross  in the box next to your choice.]

*\* European Parliamentary election ([insert colour] ballot paper)*

- [Vote only once by putting a cross  in the box next to your choice.]

*\* [Local government election]/[Parish/Town council election] ([insert colour] ballot paper)*

- [Vote for only one candidate by putting a cross  in the box next to your choice.]
- [Vote for no more than \_\_\_ candidates by putting a cross  in the box next to each of your choices.]

*\* London Assembly constituency members election ([insert colour] ballot paper)*

- [Vote for only one candidate by putting a cross  in the box next to your choice.]

*London Assembly London members election ([insert colour] ballot paper)*

- [Vote only once by putting a cross  in the box next to your choice.]

*\* London Mayoral election ([insert colour] ballot paper)*

- [Vote for only one candidate by putting a cross  in the box next to your choice.]
- [Vote by putting a cross  in the box  
In column 1 next to your first choice candidate  
In column 2 next to your second choice candidate  
Your first and second choices should be different.]

*\* Referendum on the Council Tax increase for [insert name of authority] ([insert colour] ballot paper)*

- Vote only once by putting a cross  in the box next to your choice.

*\* [Specify other] election/referendum ([insert colour] ballot paper)*

- [Specify voting instructions in accordance with the legislation governing the election or referendum.]

*\* Relevant Returning or Counting Officer to add/amend as appropriate.*

(!) Do not mark the ballot papers in any other way or your votes may not count.

(!) We must get your postal vote by 10pm on *[day] [date of poll]*. If you miss the post, you can hand it in at our office or at any polling station in the \_\_\_\_\_ area before 10pm on *[day] [date of poll]*.

(!) After receiving this postal vote, you cannot vote in person at a polling station in [this] [these] [election(s) and] referendum(s).

## Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on *[insert helpline number]*. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot papers or this statement, you can get a replacement. Call us immediately as we can only issue a replacement before 5pm on *[day] [date] [month]*. If you apply after 5pm on *[day before poll]* we can only issue a replacement if you return this ballot pack by hand.

Electoral fraud is a crime. It is an offence to vote more than once at the same [election or] referendum (unless you are voting on your own behalf and as a proxy for another person).

The [Counting / Returning] Officer issued this statement.

*Relevant Returning or Counting Officer to add pictorial guidance as appropriate.*

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*<sup>F11</sup>Form of Postal Voting Statement (for use when a referendum poll is combined with another poll but the postal ballot papers are not combined)*

**F11** Sch. 5 Pt. 8 Form substituted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), 17(a)(ii), [Sch. 3](#) (with reg. 1(4))

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<b>Postal voting statement</b>	[Space for barcode]												
<b>Referendum on the Council Tax increase for [insert name of authority]</b>													
Date of referendum [day] [date] [month] [year]													
<b>Important – you must fill in and return this postal voting statement with your completed ballot paper for it to be counted.</b>													
<b>Please read the instructions carefully and use a black pen.</b>													
* Name _____ Ballot paper number _____													
* Counting Officer to insert name but omit where sent to an anonymous voter													
(I) Check that the number on the back of your ballot paper matches the number shown above. If these do not match, call us <b>immediately</b> on (insert helpline number).													
<b>I am the person the ballot paper numbered above was sent to.</b>													
<b>My Date of Birth is:</b>	<table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Day</td><td>Month</td><td colspan="4">Year</td></tr></table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Day	Month	Year			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
Day	Month	Year											
<b>* My Signature is: (You must sign inside the box)</b>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>												
* Counting Officer to omit box where the voter has been granted a waiver													
<b>We will check this information against our records for security.</b>													
<b>It is an offence to vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper. It is an offence to vote more than once at the same referendum (unless you are appointed as a proxy).</b>													
<i>Counting Officer to add pictorial guidance as appropriate.</i>													

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## Instructions for voting by post

**Please read through carefully. If you need help, please call us on [insert helpline number]**

- For your vote to be counted, you must fill in and return this postal voting statement with your ballot paper for the **Referendum on the Council Tax increase for [insert name of authority]**
- Make sure you have filled in the **date of birth** \*[and signature] box[es] on this postal voting statement.  
\*Counting Officer to delete where voter is granted a waiver.

**Referendum on the Council Tax increase for [insert name of authority] ([insert colour] ballot paper)**

- Vote **only once** by putting a cross  in the box next to your choice.
- Do not mark the ballot paper in any other way or your vote may not count.
- We must get your postal vote by **10pm on [day] [date of poll]**. If you miss the post, you can hand it in at our office or at any polling station used for the referendum before **10pm on [day] [date of poll]**.
- After receiving this postal vote, you cannot vote in person at a polling station in this referendum.

## Getting help

- If you need help to vote, you can ask someone you know or get independent help by calling the helpline on [insert helpline number]. The person helping you must not tell anyone how you voted.
- Please call the helpline if you require copies of this form or guidance in Braille or languages other than English.
- If you make a mistake, or lose your postal ballot paper or this statement, you can get a replacement. Call us immediately as **we can only issue a replacement before 5pm on [day] [date] [month]**. If you apply after **5pm on [day before poll]** we can only issue a replacement if you return this ballot pack by hand.

**Electoral fraud is a crime. It is an offence to vote more than once at the same referendum (unless you are voting on your own behalf and as a proxy for another person).**

The Counting Officer issued this statement.  
Counting Officer to add pictorial guidance as appropriate.

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

*F12* Official Poll Card (to be sent to a voter voting in person)

Front of card

**F12** Sch. 5 Pt. 8 Form substituted (6.4.2014) by The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) (Amendment No.2) Regulations 2014 (S.I. 2014/925), regs. 1(3), 17(b)(i), **Sch. 1** (with reg. 1(4))

<b>Poll card</b>
Referendum on the Council Tax increase for <i>[insert name of authority]</i>
Date of referendum <i>[day] [date] [month] [year]</i>

**Your details:**

\* *[Voter's name and qualifying address details here]*

\* *Counting Officer to omit where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope*

**Number on register:**

<b>Voting information</b>	
Polling day	
Voting hours	
Your polling station will be	

\*\* [You do not need to take this card with you in order to vote.]

\*\* [You must have this card with you. You cannot vote without it.]

\*\* *if anonymous voter omit the words in the first set of brackets, if not omit the words in the second set of brackets.*

*[Insert helpline and other details including website].*

**Please turn over**

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

*Back of card*

This space for map or other information such as helpline and website details

**It is an offence to:**

- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at the same referendum for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

 **If you need any help or to find out if your polling station is accessible, please contact us.**  
[Counting Officer to add contact details including website if appropriate]

**If undelivered return to:**  
[Insert return address]

**If you are away or cannot go to the polling station on [day] [date of poll] you can do one of the following:**

- Apply to vote by post. Completed applications must reach us **before 5pm on [day] [date of deadline]**. If you are given a postal vote, you will not be able to vote in person at this referendum.

OR

- Apply to vote by proxy (this means someone else can vote on your behalf). Completed applications must reach us **before 5pm on [day] [date of deadline]**. If you appoint a proxy, you can vote if you wish, but only if your proxy has not already voted on your behalf and has not got a postal vote for you.

**If after 5pm on [the sixth day before the date of the poll] you are unable to vote in person because you:**

- Have a medical emergency, or
- Learn you cannot go to the polling station because of work reasons

You can apply to vote by proxy. Completed applications must reach us **before 5pm on [day] [date of deadline]**. To find out how to apply, call the helpline immediately.

The Counting Officer issued this card.

1

*<sup>F13</sup>Official Postal Poll Card (to be sent to a voter voting by post)*

*Front of card*

**F13** Sch. 5 Pt. 8 Form substituted (6.4.2014) by The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) (Amendment No.2) Regulations 2014 (S.I. 2014/925), regs. 1(3), 17(b)(ii), **Sch. 1** (with reg. 1(4))

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

<b>Postal poll card</b>
<b>Referendum on the Council Tax increase for [insert name of authority]</b>
Date of referendum [day] [date] [month] [year]

<b>Voting information</b>
We will send your postal vote around [day] [date] [month] [year] * [addressed to:]
* [Voter's name and address]

Please turn over

<b>Your details:</b>
* [Voter's name and qualifying address details here]
* Counting Officer to omit in both places where poll card sent to an anonymous voter. Poll card to an anonymous voter must be delivered in a sealed envelope
Number on register:

**Your postal vote**

- You will receive a postal vote for this referendum because you asked to vote by post.
- You will not be able to vote in a polling station.
- If you have not received your postal vote by [day] [date] [month] call [insert helpline number].

*Back of card*

<b>How to vote</b>
1. When you receive your postal vote, read the instructions carefully.
2. Your postal vote includes your ballot paper and a postal voting statement.
3. Complete both of these and return them immediately.
4. We need to receive your postal vote by <b>10pm on [day/date of poll]</b>

- 📞 **If you need information in another format, please call our helpline below.**
- 📞 **If you need help to vote, you can ask someone you know or get independent help by calling our helpline:**

[Insert helpline and other details including website]

<b>If you lose your postal vote or make a mistake</b>
• Please phone the helpline immediately.
• We can only issue a replacement postal vote <b>before 5pm on [day/date of deadline]</b> .
If you would rather vote in person, or ask someone else to vote on your behalf, you must cancel your postal vote <b>before 5pm on [day/date of deadline]</b> . For more information, please call the helpline.

<b>It is an offence to:</b>
• vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
• vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
• vote as a proxy at the same referendum for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
• vote as a proxy for someone if you know that by law they are not allowed to vote

The Counting Officer issued this card.

If undelivered return to  
[insert return address]

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

<sup>F14</sup> Official Proxy Poll Card (to be sent to an appointed proxy voting in person)

Front of card

**F14** Sch. 5 Pt. 8 Form substituted (6.4.2014) by The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) (Amendment No.2) Regulations 2014 (S.I. 2014/925), regs. 1(3), 17(b)(iii), Sch. 1 (with reg. 1(4))

<b>Proxy poll card</b>	
<b>Referendum on the Council Tax increase for [insert name of authority]</b>	
Date of referendum [day] [date] [month] [year]	
<b>Voting information</b>	
Polling day	
Voting hours	
Your polling station will be	

Please turn over

**Your details:**  
 \* [Proxy's name and qualifying address details here]  
 \* Counting Officer to omit where poll card sent to the proxy of an anonymous voter. Poll card to proxy of an anonymous voter must be delivered in a sealed envelope.

**You will receive a proxy vote**

- \*\* [The person named on the back of this card] [Another person] has appointed you as a proxy to vote on their behalf at this election.
- \*\* [You do not need to take this card with you to vote.] [You must have this card with you when you vote. You cannot vote as a proxy without it.]
- \*\* If sent to the proxy of an anonymous voter omit the words in each of the first sets of brackets, if not omit the words in each of the second sets of brackets.

[insert helpline and other details including website].



**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

### Back of card


For this referendum you are proxy for:

\* [(Voter's name)  
(Voter's address)  
(Voter's number on register)]  
[The person with this elector number: (insert voter's number on register)]

\* if anonymous voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets

The person you are proxy for can vote themselves if they wish – but only if you have not already voted on their behalf.

This space for map or other information such as helpline and website details

 If you need any help or to find out if your polling station is accessible, please contact us.  
[Counting Officer to add contact details including website if appropriate]

**How to vote as a proxy**

1. \* [At the polling station, tell the staff that you are a proxy for the person named above. They will give you that person's ballot paper.] [At the polling station, ask to speak to the presiding officer and show them this card. They will give you the ballot paper of the person you are proxy for.]  
\* if anonymous voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets
2. Go to one of the voting booths.
3. Follow the instructions on how to mark the ballot paper.
4. Fold the ballot paper and put in the ballot box  
if you need any help, just ask the staff.

If you are away or cannot go to the polling station on [day] [date of poll]

- You can apply to vote by post. The deadline for completed applications is 5pm on [day] [date of deadline].
- If you are given a postal vote, you or the person you are proxy for will not be able to vote in person at this referendum.
- To find out how to apply, please call us on [insert helpline number or other contact details].

It is an offence to:

- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at the same referendum for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Counting Officer issued this card.

If undelivered return to  
[insert return address]

1

*[F15 Official Proxy Postal Poll Card (to be sent to an appointed proxy voting by post)*

### Front of card

**F15** Sch. 5 Pt. 8 Form substituted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), 17(b)(iv), [Sch. 1](#) (with reg. 1(4))

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

<b>Proxy postal poll card</b>	
Referendum on the Council Tax increase for <i>[insert name of authority]</i>	
Date of referendum <i>[day] [date] [month] [year]</i>	
<b>Voting information</b>	
We will send your postal vote around <i>[day] [date] [month] [year]</i> * <i>[addressed to:]</i>	
<p>* <i>[Proxy's name and qualifying address details here]</i></p> <p>* <i>Counting Officer to omit where poll card sent to the proxy of an anonymous voter. Poll card to proxy of an anonymous voter must be delivered in a sealed envelope.</i></p>	

**Voting as a proxy**

\*\* [The person named on the back of this card] [Another person] has appointed you as a proxy to vote on their behalf at this referendum.

\*\* *If sent to the proxy of an anonymous voter omit the words in the first set of brackets, if not omit the words in the second set of brackets.*

**Your postal vote**

- You will receive a postal vote for this referendum because you asked to vote by post.
- You will not be able to vote as a proxy in a polling station.
- **If you have not received your postal vote by *[day] [date] [ month]* call *[insert helpline number]*.**

Please turn over

*Back of card*

For this referendum you are proxy for:

\* *[(Voter's name)  
(Voter's address)  
(Voter's number on register)]*

*[the person with this elector number: (insert voter's number on register)]*

\* *If anonymous voter omit the words in the first set of square brackets, if not omit the words in the second set of square brackets*

<p><b>How to vote</b></p> <ol style="list-style-type: none"> <li>1. When you receive your postal vote, read the instructions carefully.</li> <li>2. Your postal vote includes your ballot paper and a postal voting statement.</li> <li>3. Complete both of these and return them immediately.</li> <li>4. We need to receive your postal vote by <b>10pm on <i>[day/date of poll]</i></b></li> </ol>
---

**i** If you need information in another format, please call our helpline below.

**i** If you need help to vote, you can ask someone you know or get independent help by calling our helpline:

*[insert helpline or other details including website]*

<p><b>If you lose your postal vote or make a mistake</b></p> <ul style="list-style-type: none"> <li>• Please phone the helpline immediately.</li> <li>• We can only issue a replacement postal vote before <b>5pm on <i>[day/date of deadline]</i></b>.</li> </ul> <p>If you would rather vote in person, you must cancel your postal vote before <b>5pm on <i>[day/date of deadline]</i></b>. For more information, please call the helpline.</p>
--

**It is an offence to:**

- vote using a ballot paper that was not sent for your use or interfere with another voter's ballot paper
- vote more than once at the same referendum, unless you are voting on your own behalf and as a proxy for another person
- vote as a proxy at the same referendum for more than two people, unless you are their spouse, civil partner, parent, grandparent, brother, sister, child or grandchild
- vote as a proxy for someone if you know that by law they are not allowed to vote

The Counting Officer issued this card.

**If undelivered return to**  
*[insert return address]*

1

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to *The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012*. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) [View outstanding changes](#)

<sup>F16</sup> Form of directions for the guidance of the voters and proxies in voting

**F16** Sch. 5 Pt. 8 Form substituted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), 17(a)(iii), [Sch. 3](#) (with reg. 1(4))

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) [View outstanding changes](#)

## How to vote at [this] [these] [election(s) and] referendum(s)

1

Go to the desk and tell the staff your name and address.  
They will give you your ballot papers.



2

Take your ballot papers to a voting booth.



3

Read the instructions in the booth and mark your ballot papers.



4

When you have marked your ballot papers, fold them so that nobody can see how you have voted.



5

Put your folded ballot papers into the [appropriate] ballot box[es].



**(!) Voting is secret. Do not let anyone see how you have voted.**  
**🗣️ If you make a mistake or need some help, just ask the staff.**

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

*[<sup>F17</sup>Form of Certificate of Employment*

**F17** Sch. 5 Pt. 8 Form substituted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), 17(b)(v), [Sch. 1](#) (with reg. 1(4))

<b>Certificate of Employment</b>
<b>Referendum on the Council Tax increase for <i>[insert name of authority]</i></b>
Voting area of <i>[insert name of voting area]</i>
Date of referendum <i>[day] [date] [month] [year]</i>
The person named below is entitled to vote at any polling station in the above voting area on production and surrender of this certificate to the Presiding Officer.
I certify that _____ (name of voter) who is numbered* _____ in the register of electors for the voting area named above, cannot reasonably be expected to go in person to the polling station allotted to them at this referendum by reason of his/her employment on the above date for a purpose connected with this referendum: – as a constable** – as a Police Community Support Officer** – by me (Only applies to Counting Officer's staff)**
Signature _____ Counting Officer/Police Officer ( <i>Inspector or above</i> )**
Date _____
* The voter's number can be found on the poll card which was sent to them shortly after the referendum was announced, or can be checked by contacting the Electoral Registration Officer. ** Person completing the form to delete whichever does not apply.

]

*[<sup>F18</sup>Form of declaration made by the companion of a voter or proxy with disabilities*

**F18** Sch. 5 Pt. 8 Form substituted (6.4.2014) by [The Local Authorities \(Conduct of Referendums\) \(Council Tax Increases\) \(England\) \(Amendment No.2\) Regulations 2014 \(S.I. 2014/925\)](#), regs. 1(3), 17(a)(iv), [Sch. 3](#) (with reg. 1(4))

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

<b>Declaration for the companion of a voter with disabilities</b>	
<p>* [Election of Member of Parliament for the <i>[insert name of constituency]</i> constituency]</p> <p>* [Election of Members of the European Parliament for the <i>[insert name of Region, e.g. 'North-West Region']</i>]</p> <p>* [Election of councillors to <i>[insert name of local authority/parish/town council in full]</i>]</p> <p>* Referendum on the Council Tax Increase for <i>[insert name of authority]</i></p> <p>* [Election of London Assembly [London member] [constituency member for the <i>[insert name of constituency]</i>]]</p> <p>* [Election of the Mayor [of London] [for <i>[insert name of authority]</i>]]</p> <p>* <i>[Insert title of election/referendum]</i> election/referendum</p> <p>* Delete or amend as appropriate</p>	
Date of [election(s) and] referendum(s) <i>[day] [date] [month] [year]</i>	
<p>A voter with disabilities is a voter who has made a declaration that he or she is so incapacitated by his or her blindness or other disability, or by his or her inability to read, as to be unable to vote at [this] [these] [election(s) and] referendum(s) without assistance. In this form, "voter" means the person casting the vote at the election or referendum and includes a person voting as a proxy.</p>	
<b>Part 1 To be completed by the voter's companion</b>	
Companion's name	
Companion's address	
Voter's name	
<p><i>[Only for use if the disabled voter is acting as a proxy]</i></p> <p>Voter is acting as proxy for:</p>	
<p>Elector's number</p> <p><i>[If the disabled voter is acting as a proxy, this is the number of the person for whom the voter is acting]</i></p>	

**Changes to legislation:** There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

<p><b>I have been requested to assist the voter named above to record their vote in [this] [these] [election(s) and] referendum(s). I declare that:</b></p> <p><b>(1)</b></p> <ul style="list-style-type: none"> <li>I am entitled to vote as an elector at [this] [these] [election(s) and] as a voter at [this] [these] referendum(s)</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>I am the *spouse/*civil partner/*parent/*brother/*sister/*child of the voter with disabilities and am 18 years of age or over *Please delete whichever does not apply</li> </ul> <p><b>AND</b></p> <p><b>(2)</b></p> <ul style="list-style-type: none"> <li>I have not previously assisted more than one voter with disabilities at [this] [these] [election(s) or] referendum(s).</li> </ul> <p>If I have assisted one other voter their name and address is:</p>	
<p>[Complete if appropriate] Name and address of other person assisted</p>	

**NOTE – It is a criminal offence to knowingly make a false statement in this form.**

Companion's signature		Date	
<b>Part 2 To be completed by the Presiding Officer</b>			
I, the undersigned, being the Presiding Officer for:			
Polling station		Voting area of	
Hereby certify that the above declaration was signed in my presence.		Presiding Officer signature	
Date		Time (exact)	

### Changes to legislation:

There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Local Authorities (Conduct of Referendums) (Council Tax Increases) (England) Regulations 2012. Any changes that have already been made by the team appear in the content and are referenced with annotations.

[View outstanding changes](#)

### Changes and effects yet to be applied to :

- Sch. 5 Pt. 8 forms substituted by [S.I. 2023/1225](#) Sch. 5 Pt. 2
- Sch. 5 forms modified (temp.) by [S.I. 2023/1147](#) Sch. 2 para. 17(2)
- Sch. 5 forms modified (temp.) by [S.I. 2023/1147](#) Sch. 2 para. 17(3)
- Sch. 5 Appendix Form substituted by [S.I. 2022/1309](#) Sch. 4 Pt. 2
- Sch. 5 Pt. 8 Form substituted by [S.I. 2022/1382](#) reg. 54(17)(b) Sch. 9 Pt. 2
- Sch. 5 Pt. 8 Form substituted by [S.I. 2022/1382](#) reg. 54(17)(c) Sch. 9 Pt. 2
- Sch. 5 Pt. 8 Form substituted by [S.I. 2022/1382](#) reg. 54(17)(d) Sch. 9 Pt. 2
- Sch. 5 Pt. 8 Form substituted by [S.I. 2022/1382](#) reg. 54(17)(e) Sch. 9 Pt. 2
- Sch. 5 Pt. 8 Forms substituted by [S.I. 2023/1147](#) reg. 16(8)
- Sch. 5 Table of Contents words inserted by [S.I. 2022/1382](#) reg. 53(2)
- Sch. 5 Appendix of Forms words revoked by [S.I. 2018/1310](#) Sch. 1 Pt. 2 (This S.I. is amended by [S.I. 2019/1389](#), reg. 2)
- Sch. 5 Pt. 8 Table of Contents words inserted by [S.I. 2022/1382](#) reg. 54(17)(a)

### Changes and effects yet to be applied to the whole Instrument associated Parts and Chapters:

Whole provisions yet to be inserted into this Instrument (including any effects on those provisions):

- Sch. 3 rule 17(5A) inserted by [S.I. 2022/1309](#) reg. 9(2)(a)(ii)
- Sch. 3 rule 14(5) inserted by [S.I. 2022/1382](#) reg. 52(4)
- Sch. 3 rule 17(5)(aa) inserted by [S.I. 2022/1382](#) reg. 52(6)(a)(ii)
- Sch. 3 rule 17(6A) inserted by [S.I. 2022/1382](#) reg. 52(6)(b)
- Sch. 3 rule 24(2A) inserted by [S.I. 2022/1382](#) reg. 52(7)(b)
- Sch. 3 rule 24(5) inserted by [S.I. 2022/1382](#) reg. 52(7)(e)
- Sch. 3 rule 26(1A)-(1M) inserted by [S.I. 2022/1382](#) reg. 52(8)(b)
- Sch. 3 rule 27(1A) inserted by [S.I. 2022/1382](#) reg. 52(9)(b)
- Sch. 3 rule 28(2A) inserted by [S.I. 2022/1382](#) reg. 52(10)(b)
- Sch. 3 rule 29(7) inserted by [S.I. 2022/1382](#) reg. 52(11)
- Sch. 3 rule 30A inserted by [S.I. 2022/1382](#) reg. 52(12)
- Sch. 3 rule 34(1)(da) inserted by [S.I. 2022/1382](#) reg. 52(13)
- Sch. 3 rule 42(2)(ba) inserted by [S.I. 2022/1382](#) reg. 52(14)
- Sch. 3 rule 43(1)(da) inserted by [S.I. 2022/1382](#) reg. 52(15)
- Sch. 3 rule 44(1A) inserted by [S.I. 2022/1382](#) reg. 52(16)
- Sch. 3 rule 21(1)(ba) inserted by [S.I. 2023/1225](#) reg. 7(2)(a)
- Sch. 3 rule 36(3)(e) and word inserted by [S.I. 2023/1225](#) reg. 7(2)(b)(ii)
- Sch. 3 rule 24 modified (temp.) by [S.I. 2023/1147](#) Sch. 2 para. 15(2)(3)
- Sch. 3 rule 17(9) omitted by [S.I. 2022/1309](#) reg. 9(2)(a)(iii)
- Sch. 3 rule 26(1)(a) omitted by [S.I. 2022/1382](#) reg. 52(8)(a)(ii)
- Sch. 3 rule 26(3)(a) omitted by [S.I. 2022/1382](#) reg. 52(8)(d)
- Sch. 3 rule 17(5)(b) substituted by [S.I. 2022/1309](#) reg. 9(2)(a)(i)
- Sch. 3 rule 2(1) substituted by [S.I. 2022/1382](#) reg. 52(3)
- Sch. 3 rule 24(3)-(3B) substituted for Sch. 3 rule 24(3) by [S.I. 2022/1382](#) reg. 52(7)(c)
- Sch. 3 rule 17(5)(a) word omitted by [S.I. 2022/1382](#) reg. 52(6)(a)(i)
- Sch. 3 rule 36(3)(c) word omitted by [S.I. 2023/1225](#) reg. 7(2)(b)(i)
- Sch. 3 rule 24 Table words inserted by [S.I. 2022/1382](#) reg. 52(7)(a)
- Sch. 3 rule 24(4) words inserted by [S.I. 2022/1382](#) reg. 52(7)(d)



- Sch. 3 rule 24(1)(b) words inserted by S.I. 2023/1147 reg. 16(3)(a)
- Sch. 3 rule 26(2) words omitted by S.I. 2022/1382 reg. 52(8)(c)
- Sch. 3 rule 24 table words omitted by S.I. 2023/1147 reg. 16(3)(b)(ii)
- Sch. 3 rule 28(3) words substituted by S.I. 2022/1309 reg. 9(2)(b)
- Sch. 3 rule 15(3) words substituted by S.I. 2022/1382 reg. 52(5)
- Sch. 3 rule 26(1) words substituted by S.I. 2022/1382 reg. 52(8)(a)(i)
- Sch. 3 rule 27(1) words substituted by S.I. 2022/1382 reg. 52(9)(a)
- Sch. 3 rule 28(2) words substituted by S.I. 2022/1382 reg. 52(10)(a)
- Sch. 3 rule 24 table words substituted by S.I. 2023/1147 reg. 16(3)(b)(i)
- Sch. 3 rule 24(2) words substituted by S.I. 2023/1147 reg. 16(3)(c)
- Sch. 5 rule 17(6A) inserted by S.I. 2022/1309 reg. 9(3)(a)(ii)
- Sch. 5 rule 2(1)(za) inserted by S.I. 2022/1382 reg. 54(3)(a)
- Sch. 5 rule 2(1)(aa) inserted by S.I. 2022/1382 reg. 54(3)(c)
- Sch. 5 rule 14(7) inserted by S.I. 2022/1382 reg. 54(4)
- Sch. 5 rule 17(5A) inserted by S.I. 2022/1382 reg. 54(6)(a)
- Sch. 5 rule 17(8A) inserted by S.I. 2022/1382 reg. 54(6)(b)
- Sch. 5 rule 26(2A) inserted by S.I. 2022/1382 reg. 54(7)(b)
- Sch. 5 rule 26(5) inserted by S.I. 2022/1382 reg. 54(7)(e)
- Sch. 5 rule 28(1A)-(1M) inserted by S.I. 2022/1382 reg. 54(8)(b)
- Sch. 5 rule 29(1A) inserted by S.I. 2022/1382 reg. 54(9)(b)
- Sch. 5 rule 30(2A) inserted by S.I. 2022/1382 reg. 54(10)(b)
- Sch. 5 rule 31(7) inserted by S.I. 2022/1382 reg. 54(11)
- Sch. 5 rule 32A inserted by S.I. 2022/1382 reg. 54(12)
- Sch. 5 rule 36(1)(da) inserted by S.I. 2022/1382 reg. 54(13)
- Sch. 5 rule 44(2)(aa) inserted by S.I. 2022/1382 reg. 54(14)
- Sch. 5 rule 45(1)(da) inserted by S.I. 2022/1382 reg. 54(15)
- Sch. 5 rule 46(1A) inserted by S.I. 2022/1382 reg. 54(16)
- Sch. 5 rule 23(1)(ba) inserted by S.I. 2023/1225 reg. 7(4)(b)
- Sch. 5 rule 38(7)(e) and word inserted by S.I. 2023/1225 reg. 7(4)(c)(ii)
- Sch. 5 rule 26 modified (temp.) by S.I. 2023/1147 Sch. 2 para. 15(2)(3)
- Sch. 5 rule 17(11) omitted by S.I. 2022/1309 reg. 9(3)(a)(iii)
- Sch. 5 rule 28(1)(a) omitted by S.I. 2022/1382 reg. 54(8)(a)(ii)
- Sch. 5 rule 28(3)(a) omitted by S.I. 2022/1382 reg. 54(8)(d)
- Sch. 5 rule 17(6)(b) substituted by S.I. 2022/1309 reg. 9(3)(a)(i)
- Sch. 5 rule 26(3)-(3B) substituted for Sch. 5 rule 26(3) by S.I. 2022/1382 reg. 54(7)(c)
- Sch. 5 rule 2(1)(a) word omitted by S.I. 2022/1382 reg. 54(3)(b)
- Sch. 5 rule 38(7)(c) word omitted by S.I. 2023/1225 reg. 7(4)(c)(i)
- Sch. 5 rule 26 Table words inserted by S.I. 2022/1382 reg. 54(7)(a)
- Sch. 5 rule 26(4) words inserted by S.I. 2022/1382 reg. 54(7)(d)
- Sch. 5 rule 26(1)(b) words inserted by S.I. 2023/1147 reg. 16(7)(a)
- Sch. 5 rule 28(2) words omitted by S.I. 2022/1382 reg. 54(8)(c)
- Sch. 5 rule 26 table words omitted by S.I. 2023/1147 reg. 16(7)(b)(ii)
- Sch. 5 rule 12(4)(b) words revoked by S.I. 2018/1310 Sch. 1 Pt. 2 (This S.I. is amended by S.I. 2019/1389, reg. 2)
- Sch. 5 rule 17(10) words revoked by S.I. 2018/1310 Sch. 1 Pt. 2 (This S.I. is amended by S.I. 2019/1389, reg. 2)
- Sch. 5 rule 38(9)(a) words revoked by S.I. 2018/1310 Sch. 1 Pt. 2 (This S.I. is amended by S.I. 2019/1389, reg. 2)
- Sch. 5 rule 30(3) words substituted by S.I. 2022/1309 reg. 9(3)(b)
- Sch. 5 rule 15(3) words substituted by S.I. 2022/1382 reg. 54(5)
- Sch. 5 rule 28(1) words substituted by S.I. 2022/1382 reg. 54(8)(a)(i)
- Sch. 5 rule 29(1) words substituted by S.I. 2022/1382 reg. 54(9)(a)
- Sch. 5 rule 30(2) words substituted by S.I. 2022/1382 reg. 54(10)(a)
- Sch. 5 rule 26 table words substituted by S.I. 2023/1147 reg. 16(7)(b)(i)
- Sch. 5 rule 26(2) words substituted by S.I. 2023/1147 reg. 16(7)(c)

– Sch. 5 rule 17(10) words substituted by [S.I. 2023/1225 reg. 7\(4\)\(a\)](#)